

Name of Event:

Date:

Time:

This form must be submitted to primary staff contact no later than one month prior to event.

GENERAL INFORMATION

Committee:

Name of Committee Contact:

Primary Staff Contact:

Objective:

Description:

Childcare Needed: Y/N

How many children?

Age range?

The primary staff contact will arrange for childcare if requested.

MATERIALS NEEDED

General Supplies:

Food/Drink:

Equipment:

Name of Event:

Date:

Time:

Communications Office

PUBLICITY

Check all that apply, indicating estimated date of communication.

- Social Media (Facebook, twitter, etc.):
- Emailed Sunday Updates:
- Sunday Bulletin:
- Pulpit Announcements:
- Newsletter:
- External Signage (banner, church sign)
- Local Press

Volunteer Office

VOLUNTEER NEEDS

Specific Task

How many volunteers needed?

- 1.
- 2.
- 3.

Custodial Office

SET UP INSTRUCTIONS

Room(s) Requested:

Tables: Y/N How many: Location:

Chairs: Y/N How many: Location:

Coffee/Tea: Y/N

Sound & Tech needs (please circle all that apply):

Screen Microphone Audio Recording

Kitchen needed: Y/N

Name of Event:

Date:

Time:

PROJECTED USE OF FUNDS

Supplies, mission allocations, etc. If more space needed use back of form.

Use of funds

Amount

1.

2.

3.

Total Funds Required : \$ _____

PROJECTED SOURCE OF FUNDS

Fill in all that apply, indicating account name and #, the estimated date of collection/allocation, and total amount to be requested. This form does not qualify as an official request for funds. Signed vouchers are still required. There is a two week turn around for all checks.

General Operating Budget

Account Name/#

Est. Date of Allocation

Amount

1.

2.

Endowment Fund(s) (will require session approval)

Special Offering in Worship:

Special Fundraiser:

Total Funds To Be Allocated: \$ _____

Finance Office